1 8 MAY 1983

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM:
                  Director of Information Services

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SUBJECT: OIS Weekly Report (11-17 May 1983)

Office of the Director

     The OIS Executive Officer and the OIS Wang Systems Administrator
attended an ADP Control Officers meeting hosted by the DDA Records
Management Officer. Representatives from the Information Systems Security
Group/OS and the Customer Services Staff/ODP gave presentations on their
respective organizations and the services they provide to users of Agency
computer systems. A draft Agency bulletin outlining the duties and
responsibilities of an ADP Control Officer was discussed and distributed, as
were copies of proposed Headquarters notices on Wang system passwords and
the use of personal computers in Headquarters area facilities.

Classification Review Division

     Several DIA officials periodically have been reviewing National
Intelligence Estimates (NIE) that we previously had determined could be
declassified. Recently they finally made the decision that they could
accept the decisions made by CRD analysts. Therefore, on 16 May 1983 we
received a letter from   Acting Chief, Office of Security,
DIA, stating as follows: "The experience of those DIA senior analysts
involved to date in the systematic declassification review process is that
declassification decisions by CIA reviewers are prudent, professional, and
consistent with security guidance issued by the Director of Central
Intelligence. It is, therefore, considered that additional review by DIA
beyond that accomplished by CIA is generally unnecessary. Accordingly, DIA
will in the future defer to the CIA judgment regarding systematic
declassification review decisions on NIE's and SNIE's. If, in exceptional
cases, CIA reviewers encounter foreign military intelligence-related
information for which they are unable to make a declassification decision,
the document concerned (or pertinent extracts thereof) may be forwarded to
DIA ...." This means that several hundred estimates may now be declassified
if the Army and JCS agree. These latter two military elements had notified
us that they would accept the decisions made by DIA. Now we will check with
them to be sure they have no objection or problem with DIA's latest
decision. The documents have already been reviewed by State and Air Force
as well as CIA and their declassification approved.

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CRD reviewed 266 documents (620 pages) for NARS, one document (23 pages) for DOD, two manuscripts (334 pages) for PRB, 19 Summaries of Agency Employment (54 pages), and one miscellaneous document (206 pages).

Records Management Division

Two RMD representatives met with a member of the Building Planning Staff to discuss the possibility of establishing consolidated registries in the new Headquarters building depending upon the proximity of related offices. Since the registries are staffed by MI careerists, the Building Planning Staff requested that OIS provide background information on the staffing and specific functions of each of the registries concerned.

A representative of RMD met with two Office of Central Reference representatives to discuss a proposed change in their Records Control Schedule that would authorize the temporary deposit of excess movie films to the Agency Archives and Records Center (AARC). Basic agreement on this change was reached but further discussions with AARC will be required to provide for the orderly and efficient handling of this material.

Three representatives of the Information Technology Branch were briefed on DDI's Golden Tiger system which is being developed by the Xerox Corporation. The system will provide employees with a user friendly interface with SAFE and AIM, as well as enable them to send electronic messages and to conduct file maintenance. Golden Tiger makes use of "Small Talk" software programming (programming that requires a minimum of computer training on the part of the user) and a three-position "mouse" to call up data files on the terminal screen.

The staff at the Archives and Records Center provided assistance to a 16-person task force from the Office of Central Reference (OCR) that worked at the Center until 17 May 1983. The task force was continuing the review of a large volume of OCR records, previously deposited in the Agency Archives, to destroy those no longer needed and to prepare documentation incorporating the remainder into the regular OCR holdings.

Regulations Control Division

RCD completed 48 major actions on regulatory issuances including the processing of 10 new and revised issuances. Issuances of special interest include a new regulation setting forth the policy, responsibilities, and procedures

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Information and Privacy Division

A separate report is attached.

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Attachment:
As stated

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